

## AGENDA

### EWISACWIS QUALITY IMPROVEMENT PROJECT

#### STEERING COMMITTEE

**SEPTEMBER 29, 2005**

**10:00 A.M. TO 3:00 P.M.**

**UNION SOUTH**

**(CHECK “TODAY IN THE UNION” BOARD FOR EXACT LOCATION)**

<b>TIME ALLOTTED</b>	<b>AGENDA ITEM</b>		<b>PERSON RESPONSIBLE</b>	<b>ACTION NEEDED</b>
15 minutes	Check In		Sue Reinardy, Executive Sponsor	
90 minutes	Activities Review		Facilitated by: DHFS, The Management Group, & Evantage Consulting Discussion: All	
	Project Plan	Review revised plan at <a href="http://www.dhfs.state.wi.us/qi/QIPProjectapproach.pdf">http://www.dhfs.state.wi.us/qi/QIPProjectapproach.pdf</a>		Discuss adjustments and approach.
	Change Management	Review materials from the change management webcast at <a href="http://www.dhfs.state.wi.us/qi/steeringcomm.htm">http://www.dhfs.state.wi.us/qi/steeringcomm.htm</a>		Discussion on how to address change management concerns - Incorporate some things into the Comm Audit? - Expert review of the process? - Others?
	Site Visits	Read the Summary Report and review the Options		Discuss options and provide direction on additional steps to consider.
	Usability Objectives	Review materials/ participate in webcast on 9/15.		Select 2 to 3 objectives as our standards.
	11/04 Survey Comments	Available at meeting		For information only
	User Interface Best			For information only

<b>TIME ALLOTTED</b>	<b>AGENDA ITEM</b>		<b>PERSON RESPONSIBLE</b>	<b>ACTION NEEDED</b>
	Practices			
	Where Users Spend their Time in the System			For information only
30 minutes	Lunch			
135 minutes	Prioritize Action Plan		Facilitated by: DHFS, The Management Group, & Evantage Consulting Discussion: All	
	Comm Audit	Read the plan		- Discuss the approach; suggestion changes - Identify participants for communication workgroups
	PAW/TAW	No materials		Discuss potential reporting topics for 10/19 and 20 meeting.
	Usability Plan/Process	Materials to be provided at meeting		Identify county participation in future development.
	Project Plan	Review revised plan at <a href="http://www.dhfs.state.wi.us/qi/QIPrjectapproach.pdf">http://www.dhfs.state.wi.us/qi/QIPrjectapproach.pdf</a>		Discuss adjustments and approach.
10 minutes	Set Future Meeting Dates, if necessary		All	
5 minutes	Wrap Up		Sue Reinardy	